**LYPPARD HUB**

**YOUTH CLUB RULES**

* **ZERO TOLERANCE TO BULLYING & OFFENSIVE LANGUAGE**

Staff, Volunteers, Young People and Visitors have the right to be treated with respect at all times without the risk of threatening behaviour, violence and offensive language (i.e. Racist and Homophobic slurs).

* **RESPECT THE EQUIPMENT AND HUB FACILITIES**

This includes not opening fire doors without permission, and not touching light switches/windows or similar. Playing ball games in the hall only and keeping balls away from displays and window blinds. Any deliberate damage to property will be charged to the person(s) responsible by means of a criminal investigation (Police intervention) and/or Small Claims Court.

* **TIDY UP AFTER YOURSELF**

Food should only be eaten in the Café area to minimise damage to the carpets, and all litter should be placed in the bins. Bins are provided in each room.

* **NO SMOKING OR VAPING INSIDE LYPPARD HUB**

It is against the law to smoke in any enclosed workplace, public building or on public transport, and whilst there is no law against vaping indoors Lyppard Hub has the right to impose a ban on doing so within the building in line with our policies.

* **ALCOHOL & DRUGS ARE NOT PERMITTED ON SITE**

If you are believed to be under the influence of alcohol, Drugs or other illegal substances you will be refused entry. Anyone found in possession of alcohol, illegal drugs and other illegal substances will have it confiscated and the Police will be called.

* **DANGEROUS ITEMS ARE NOT PERMITTED ON SITE**

Anyone carrying a dangerous or sharp item (such as a knife) will be reported to the Police and parent/ guardian will be called for you to be removed from the premises immediately.

* **DO NOT INTERRUPT OTHERS’ GAMES UNLESS JOINING IN**

Deliberately interrupting without good reason (e.g. to attend to an emergency, or for others to join in) can hurt people’s feelings and disrupt the session.

* **NO ELECTRIC SCOOTERS**

Electric Scooters are effectively illegal to use on public roads, pavements, in cycle lanes and in pedestrian-only areas. You will be refused entry if you bring one to session.

* **THESE RULES APPLY TO THE BUILDING & THE PARK**

There is strictly no entry for young people into the building until youth club session starts, and all young people should leave at 8pm/ once the youth club session has finished. The park outside Lyppard Hub is owned by Worcester City Council, and is a public area, however the rules of attendance still apply. Should staff feel that there are people acting inappropriately resulting in a disturbance in the park area they will initiate the safety procedures.

***Failure follow above, will result in the following action:***

1. *First Stage - Verbal Warning*

Following the first verbal warning repeat behaviour of a similar nature will result in an early night (definition over page). The incident will be discussed between staff and young people involved so they are aware of their behaviour and reason for the early night.

1. *Second Stage - Temporary Sessional Ban.*

Depending on severity of the incident this ban could be up to three sessions. Bans will be enforced by staff members and anyone attempting to cause further disruption/gain entry while on a temporary suspension will be asked to leave, with police intervention if necessary. The incident will be discussed between staff, the young people involved, and their parents/ guardians so they are aware of their behaviour and reason for the temporary sessional ban.

1. *Third and final stage – Permanent Ban.*

This is a last resort and would be at the discretion of the Youth Leader and Hub Manager based on circumstance. The permanent ban will be discussed between Youth Staff, the Hub Manager, the Young Person, their Parents/ Guardians and the Police so they are aware that the young person is not permitted in Lyppard Hub (& the park area during youth club sessions).